## Community Services Department Tempe History Museum ROOM RESERVATION REQUEST 2014



809 East Southern Avenue, Tempe AZ 85282

www.tempe.gov/museum

Phone: 480-350-5100 Fax: 480-350-5150

## RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

	1 -							
First Name	Last Name			Business Phone		Cell/Home Phone		
Mailing Address	<u> </u>		City		St	Zip		
Email Address								
ALTERNATE CONTACT PERS	<u>ON</u>							
First Name	Last Name			Business Phone		Cell/Home Phone		
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Email Address								
<b>ORGANIZATION INFORMATIO</b>	<u>N</u>							
Organization Name:								
Mailing Address (If different from Re	sponsible Party)		City		St	Zip		
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Brief Description of Organization								
MEETING INFORMATION								
	1							
Description of Meeting/Event:								
Number of Attendees:		# of Tables Need			# of Ch	nairs Needed:		
		# Of Tables Ne			<i>"</i> 01 01	iano recedea.		
Will your meeting/event include any of the following (circle):		Food/Dri	nk	Arts/Crafts	Amplifi	ied Music/DJ		
Will your meeting/event need the	)	DA C	4	D : :: 0 : DVD(0D				
use of the following (circle):		PA Sys	iem	Projection Sys	stem	DVD/CD		
Any analial aggregated the								
Any special accommodations:								

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signat	ture of Re	espon	sible Party			Date	
FOR OF	FICE USE O	NLY	DATE RECEIVED:			Payment Information	
City Dept.	Com. Partner	Not f	RASIDANT	Non Resident	For Profit	DATE OF EVENT:	

HOURS AVAILABLE: Tues. – Sat. 10:00 am to 5:00 pm Sunday 1:00 to 5:00 pm

ORGANIZATION NAME:	
RESPONSIBLE PARTY:	
# OF PEOPLE ATTENDING:	

## **DATES REQUESTED (PLEASE CIRCLE)**

Please include set-up and take-down time when requesting dates & times \*\*Blacked out dates indicate facility not available

JANUARY 2014						FEBRUARY 2014							MARCH 2014										
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SET-UP TIMES:	SET-UP TIMES:	SET-UP TIMES:
MEETING/EVENT TIMES:	MEETING/EVENT TIMES:	MEETING/EVENT TIMES:
TAKE-DOWN TIMES:	TAKE-DOWN TIMES:	TAKE-DOWN TIMES: